

6. CONSIDERATION OF THE 2016/17 ANNUAL REPORT AND ADOPTION OF AN OVERSIGHT REPORT

5/15/1/1

R Louw

14 March 2018

(028) 313 8071

Hermanus Administration

1. Executive Summary

The purpose of this report is to consider the 2016/17 Annual Report and to adopt an Oversight Report. **FOR PURPOSES OF CONSIDERING THIS ITEM COUNCILLORS ARE REQUESTED TO ALSO REFER TO THE ANNUAL REPORT, WHICH WAS TABLED ON 24 JANUARY 2018.**

2. Service Delivery and Budget Implementation Plan - IGNITE

Management Services
Strategic Services

3. Compliance with Strategic Priority

Provision of democratic, accountable and ethical governance

4. Delegated Authority

None

5. Legal Requirements

Local Government : Municipal Systems Act, 2000 (Act 32 of 2000)
Local Government : Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA)

6. Background/Discussion/Evaluation/Conclusion

Background

In terms of the above legislation a Municipality must prepare an annual report for each financial year. The core components of such an annual report must include:

- a. a performance report;
- b. the financial statements;
- c. and audit report on the financial statements, and
- d. the audit report on the performance evaluation

The purpose of the annual report is to:

- provide a record of the activities of the Municipality;
- provide a report on performance in service delivery and against the budget;
- provide information that supports the revenue and expenditure decisions made; and
- promote accountability to the local community for decisions made.

The draft audited annual report, taking cognisance of the above-mentioned requirements, was tabled by the Executive Mayor at the Special Council meeting of 24 January 2018.

The local community was in terms of section 127(5)(a)(i) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) invited to submit representations in connection with the draft Annual Report to the Municipality by submitting such representations to the Municipal Manager on or before 23 February 2018.

No public comments were received as at the date and time of closure. Comments were however received from Provincial Treasury, attached as **Annexure A**. The comments from the Municipality on the Provincial Treasury assessment is stated on pages 2 and 3 in the Treasury document (Annexure A).

The Municipal Public Accounts Committee (MPAC) also considered the annual report. The minutes of the MPAC are attached as **Annexure B**.

The checklist for considering the annual report is attached as **Annexure C**.

Representatives of the Office of the Auditor-General and Provincial Departments of Local Government and Finance have been invited to attend the council meeting. Likewise have the chairperson of the municipality's Joint Audit and Performance Audit Committee (JPAC) been invited to attend the meeting. The MFMA furthermore provides for members of the local community, if any, to address the council.

For purpose of adopting an Oversight Report the MFMA requires the council to consider the annual report to state whether the council:

- approves the annual report, with or without reservations;
- rejects the annual report or;
- refers the annual report back for revision of those components that can be revised.

7. Financial Implications

Not applicable

8. Staff Implications

Report compiled in-house

9. Comments from other Departments, Divisions and Administrations

Various officials were interviewed during the information gathering phase.

10. Annexures

Annexure A: Comments from Provincial Treasury

Annexure B: Minutes of the Municipal Public Accounts Committee (MPAC)

Annexure C: Checklist for considering the annual report

(Note: The Final Annual Report for 2016/17 is distributed on a CD)

RECOMMENDATION TO THE COUNCIL:

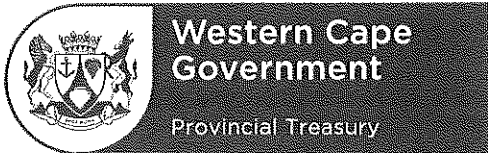
that in terms of Section 129 of the Local Government : Municipal Finance Management Act, 2003 (Act 56 of 2003) and having duly considered the 2016/17 Annual Report of the Overstrand Municipality and the content of this item, the said report **be approved** without reservation.

RESPONSIBLE OFFICIAL :

R LOUW

TARGET DATE FOR IMPLEMENTATION :

NOT APPLICABLE



Ms Nobahle Silulwane
 Local Government Budget Office
 Email: nobahle.silulwane@westerncape.gov.za
 tel: +27 021 483 9265 fax: +27 21 483 4680

Comments on the Tabled 2016/17 Annual Report

1. INTRODUCTION

- a. MFMA section 121(1) states that every municipality and every municipal entity must for each financial year prepare an annual report. The council of a municipality must within nine months after the end of the financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129.
- b. MFMA sections 121(3) and (4) sets out the framework relating to the content of the annual reports for both municipalities and municipal entities.
- c. National Treasury has further introduced the new annual report template and MFMA Circular No. 63 on 26 September 2012. MFMA Circular 63 aims to provide guidance to municipalities and municipal entities on the Annual Report format and its contents.
- d. The municipal council is then obliged to consider any views of the local community; the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the Annual Report.

2. LEGISLATIVE COMPLIANCE

2.1 Conformance

The conformance assessment highlights compliance by Overstrand Municipality with the MFMA and Annual Report MFMA Circular 63 is as follows:

- a. The Municipality submitted the draft 2016/17 Annual Report/ Performance Report together with the unaudited Annual Financial Statements to the Auditor General by 31 August 2017.
- b. The unaudited Annual Report was tabled into Council on 30 August 2017 at least two months at the end of the budget year in accordance with MFMA Circular 63.
- c. The audited Annual Report was tabled to Council by 24 January 2018, within 7 months after the end of the financial year in accordance to MFMA section 121(1).
- d. The draft Annual Report was placed on the website on 24 January 2018 in accordance to section 75 of the MFMA.
- e. The Annual Report was also made public by placing hard copies at various municipal offices i.e. Gansbaai, Stanford, Hermanus and Kleinmond, libraries .

- f. The public was given an opportunity to comment on the tabled Annual Report until 23 February 2018.

2.2 Format of the Annual Report as per MFMA Circular 63

- a. The Annual Report complies with the Annual Report Template as described by MFMA Circular 63 as all the relevant chapters are included. The Annual Report also includes the required Appendices A – T, whilst certain information required in the Appendices are referenced to the main Annual Report.
- b. The Mayor's Foreword is broadly in line with MFMA Circular 63 guidelines for this section. However, it should also include references on the strategic alignment to the Provincial and Growth and Development Strategy. Although not required, it is advisable to include an acknowledgement of the contribution of the previous Mayor whom passed recently.

Municipality response: Relevant insertions to be in the Final document of March 2018.

- c. The Municipal Managers Foreword is broadly in line with MFMA Circular 63 guidelines for this section. However, the following issues must also be addressed:
- Functions and Powers of the municipality / entity in relation to Section 155/156 of the Constitution and Chapter 3 of the MSA.
 - Entities related to the municipality and the sharing of power with these entity/ies.
 - Sector departments and the sharing of functions between the municipality / entity and sector departments.
 - Information related to the revenue trend by source including borrowings undertaken by the municipality.
 - Risk assessment, including the development and implementation of measures to mitigate the top 5 risks.

Municipality response per bullet point above:

- * Reference to our Constitutional mandate already included in the MM's foreword.
 - * Overstrand has no municipal entities. Statement to that effect to be included in the Final document.
 - * Statement on intergovernmental relations to be included in the Final document.
 - * Statements on the revenue and borrowings undertaken to be included in the Final document.
 - * Statement on the strategic risks and their mitigation actions to be included in the Final document.
- d. The Annual Report provides an overview of the demographics, population, growth, highlights and challenges faced in the municipal are during the 2016/17 financial

year. It is noteworthy that the socio-economic section contains updated data sourced from the Community Survey 2016 as well as the Socio-Economic Profile 2016 provided by Provincial Treasury.

3. Service Delivery Information and Performance

- a. The performance report included in pages 99 - 310 indicates that the municipality achieved overall 85 per cent of its annual target for 2016/17.
- b. Strategic Objective "the provision and maintenance of municipal services" achieved 63.5 per cent of its targets and has the most targets not achieved when compared to other Directorates. Corrective measures are included for targets not achieved. The municipality should ensure that targets set are realistic, measurable and achievable.
- c. In terms of free basic service delivery, the draft Annual report indicates that the municipality exceeded all targets with respect to the provision of free basic services in terms of equitable share requirements in 2016/17 financial year.
- d. The municipality, with the assistance of the Expanded Public Works Programme (EPWP) and various job opportunities were recorded from the internal projects. The Municipality invested substantially over the past financial year in job creation and skills development within the area. According to page 24, 828 temporary work opportunities were created through the municipality's EPWP programme which is nearly double the annual target set of 421 and this is also aligned to page 249 of the Annual Report. The Municipality should correct page 175 of the Annual Report which indicates that 825 work opportunities were created from 37 projects. There are further initiatives that the municipality embark on to foster local economic growth.

Municipality response: Figure on page 175 to be corrected in Final document of March 2018.

- e. With regards to the Auditor General findings, Overstrand Municipality has retained its clean audit report status for the 5th consecutive financial year. This shows continuous dedication and improvement in terms of good financial governance and service delivery.

4. CONCLUSION

Overstrand Municipality complied with legislation regarding tabling, publishing document for comments, submission to Provincial Treasury and placement on the website within the time frames prescribed in the section 127 of the MFMA.

The Municipality produced a detailed 2016/17 Annual Report reflecting relevant information pertaining to the Municipality's performance during the year under review.

The performance report indicates that the municipality achieved 85 per cent of its targets for 2016/17, the municipality has to ensure that corrective actions will be taken to meet the targets in the future.

The Municipality is commended for achieving the Clean Audit report for the 5th consecutive year. This demonstrates the Municipality's dedication and continuous improvement in terms of good financial governance and service delivery.

The comments and recommendation raised by the Provincial Treasury may not be conclusive with all the requirements of MFMA Circular 63 and only point to some issues that have been identified.



**MEETING OF THE MUNICIPAL
PUBLIC ACCOUNTS COMMITTEE**

**VERGADERING VAN DIE MUNISIPALE
OPENBARE REKENINGE KOMITEE**

MINUTES / NOTULE

DATE / DATUM : 8 MARCH / MAART 2018
VENUE / PLEK : MAYOR'S COMMITTEE ROOM (GLASKAS)
BURGEMEESTER SE KOMITEEKAMER
(GLASKAS)
HERMANUS
TIME / TYD : 09:00

OVERSTRAND**MUNICIPALITY / MUNISIPALITEIT / U-MASIPALA****MINUTES OF A MEETING OF THE MUNICIPAL PUBLIC ACCOUNTS
COMMITTEE HELD IN THE MAYOR'S COMMITTEE ROOM (GLASKAS),
HERMANUS ON 8 MARCH 2018 AT 09:00**

PRESENT / TEENWOORDIG:

Cllr S Tebele (Chairperson)
Ald N Botha-Guthrie
Cllr D Botha
Cllr G Cohen

**OFFICIALS PRESENT /
AMPTENARE TEENWOORDIG:**

Mr C C Groenewald
Ms D Arrison
Mr C le Roux
Ms S Block
Ms H van Tonder

**MINUTES OF THE MUNICIPAL PUBLIC ACCOUNTS COMMITTEE
8 MARCH 2018**

1. OPENING

The Chairperson, Cllr S Tebele, welcomed everyone present.

The Chairperson, Cllr S Tebele, read the notice convening the meeting.

2. APPLICATIONS FOR LEAVE OF ABSENCE

Cllr B Molefe

RESOLVED

that cognisance be taken that Cllr B Molefe was **absent without leave**.

The meeting stood down at 10:40 and reconvened at 10:50.

3. CONSIDERATION OF THE 2016/2017 ANNUAL REPORT

The Municipal Public Accounts Committee considered the content of the Municipality's 2016/2017 Annual Report.

RESOLVED TO RECOMMEND TO THE COUNCIL:

that the draft Annual Report for the 2016/2017 financial year be approved without reservations.

4. CLOSURE

The meeting closed at 11:52



CHAIRPERSON

08/03/2018 -

DATE

ANNEXURE C TO MFMA CIRCULAR NO 32

CHECKLIST FOR CONSIDERING THE ANNUAL REPORT

The MFMA provides that the purpose of the annual report of a municipality or a municipal entity for each financial year is:

- to provide a record of activities;
- to provide a report on performance against the budget; and
- to promote accountability to the local community for decisions made throughout the year.

The MSA provides that an annual *performance report* must be prepared for each financial year to report on the performance of the municipality and each external service provider, compared with targets set for performance.

The annual report requirements are provided in Chapter 12 of the MFMA, section 45 and 46 of the MSA and the annual Division of Revenue Act.

The following checklist summarises what must be included in the annual report and is designed to support and guide councillors and officials. It should be noted however, that this list is not exhaustive and from time to time other information requirements may be prescribed. Consideration must also be given to specific circumstances and conditions in which other questions may be appropriate. Councillors and officials are encouraged to make suggestions to enhance this checklist and send these to the National Treasury.

Council should verify that the required information is contained in the annual report and then consider the relevance and accuracy of information accordingly. The checklist provides guidance on how matters could be considered.

The oversight committee and the full council may use this checklist as a means to organise the report and to manage requests for additional information. The questions suggested may be used by all councillors to gain clarification on contents of reports and also to verify compliance with the MFMA and MSA. Responses to many of these questions should be provided by the accounting officer of the municipality and/or municipal entities.

Note that the views of the Audit Committee and the findings of the Auditor-General are primary sources of information to assist council in determining a decision on the annual report.

CHECKLIST FOR CONSIDERING THE ANNUAL REPORT FOR THE 2016/17 FINANCIAL YEAR, OVERSTRAND MUNICIPALITY

Information Required to be Included in Annual Reports	Council Considerations and Questions	Comments
<p>Financial Matters</p> <p>The annual financial statements (AFS) for the municipality and, if applicable, consolidated statements (with all entities) as submitted to the Auditor-General</p>	<p>Financial Reporting Matters to be Considered</p> <p>Where the municipality has sole or effective control of a municipal entity, consolidated financial statements are required. The AFS are to be in the form as required by the applicable accounting standards. MFMA Circular 18 with annexures, 23 June 2005 provides guidelines on the new accounting standards for municipalities. <i>Have the required standards been met – refer audit report and report of audit committee for views on this?</i></p>	<p>Yes, Annexure A: Financial Statements (AFS) (pg.1 -84)</p>
	<p>The above applies also to the AFS of municipal entities.</p>	<p>n/a</p>
<p>The Auditor-General's reports on the financial statements of the municipality and the entities</p>	<p><i>Is the audit report included in the annual report as tabled? If not, when will the audit report be tabled? What are causes of the delays? What actions are being taken to expedite the report?</i></p>	<p>Yes, Annexure B: Report of the Auditor-General</p>
	<p>The above applies also to the AFS of municipal entities.</p>	<p>n/a</p>
<p>Any explanations that may be necessary to clarify issues in connection with the financial statements</p>	<p>The accounting standards require that notes accompany the statements to provide explanations of issues and matters reported. Refer also points below on information in notes to AFS. <i>Taking into consideration the audit report and the audit committee comments, is sufficient explanation of financial issues contained in the notes to the statements?</i></p>	<p>Yes, Notes attached as part of Annexure A, (pg.26-60) of the AFS</p>
	<p>The above applies also to the AFS of municipal entities.</p>	<p>n/a</p>
<p>An assessment by the accounting officer on any arrears on municipal taxes and service charges including municipal entities.</p>	<p><i>Has an adequate assessment been included? Is there sufficient explanation of the causes of the arrears and of actions to be taken to remedy the situation? Is any other action required to be taken?</i></p>	<p>Yes, Chapter 5, Section 5.11-5.12 (pg.363-364)</p>
	<p>The conclusions of the annual audit may be either –</p>	<p>Yes,</p>

Information Required to be Included in Annual Reports	Council Considerations and Questions	Comments
<p>Particulars of any corrective action taken or to be taken in response to issues raised in the audit reports</p>	<ul style="list-style-type: none"> an unqualified audit opinion with or without management issues, which means that the financial statements are acceptable; a qualified audit opinion setting out reasons for qualification, which means that certain issues need to be addressed before an unqualified opinion can be achieved; or the auditor will disclaim the statements and not offer an opinion. In this case there may be serious financial issues to be addressed. <p>The objective of the municipality should be to achieve an unqualified audit opinion. <i>Taking into account the audit report, audit opinion and the views of the audit committee, council should consider:</i></p> <ul style="list-style-type: none"> To what extent does the report indicate serious or minor financial issues? To what extent are the same issues repeated from previous audits? Is the action proposed considered to be adequate to effectively address the issues raised in the audit report? Has a schedule of action to be taken been included in the annual report, with appropriate due dates? <p>Note that actions taken on audit issues are to be reported to the provincial legislature, the MEC's for local government and finance to report on any omissions by municipalities in addressing issues. Council should confirm that the audit report has been forwarded to the MEC's.</p>	<p>Chapter 6 (section 6.2), pg. 369</p> <p>Annexure B- AG report, paragraph 2 (opinion)</p>
<p>An assessment by the municipality's accounting officer of the municipality's performance against measurable performance objectives for revenue collection from each revenue source and for each vote in the approved budget</p>	<p>The above applies also to the AFS of municipal entities.</p> <p>The budget of the municipality must contain measurable performance objectives for revenue from each source and for each vote in the budget, taking into account the IDP (MFMA's 17(3)(b)). The accounting officer must include these objectives in the annual report and report on performance accordingly. <i>Has the performance met the expectations of council and the community?</i> <i>Have the objectives been met?</i> <i>What explanations have been provided for any non-achievement?</i> <i>What was the impact on the service delivery and expenditure objectives</i></p>	<p>n/a</p> <p>Yes, Chapter 3, Service delivery performance, (pg. 99 -310)</p>

Information Required to be Included in Annual Reports	Council Considerations and Questions	Comments
	<p><i>in the budget?</i> Council should comment and draw conclusions on performance and explanations provided.</p>	
<p>An assessment by the municipal entity's accounting officer of the entity's performance against any measurable performance objectives set in terms of the service delivery agreement or other agreement between the entity and the municipality</p>	<p>Agreements between the municipality and its entities for service delivery are to include measurable performance objectives. This will include measures of services delivered to the community, financial targets, expenditure targets, etc. The entity's annual report must include an assessment by the accounting officer, or performance against these objectives. In order to show the linkage between the entity and the municipality, the report of the municipality should also include the performance of entities.</p> <p><i>Has the performance met the expectations of council and the community?</i> <i>Have the performance objectives been met?</i> <i>What explanations have been provided for any non-achievement?</i> <i>What was the impact on the service delivery and expenditure objectives in the budget?</i> Council should comment and draw conclusions on performance and explanations provided.</p>	n/a- no municipal entities
<p>Any information as determined by the municipality, the entity or its parent municipality</p>	<p>Review any other information that has been included in regard to the AFS.</p>	
	<p>The above applies also to the AFS of municipal entities.</p>	n/a- no municipal entities
<p>Recommendations of the audit committee in relation to the AFS and audit reports of the municipality and its entities.</p>	<p><i>Have the recommendations of the audit committee in regard to the AFS been adequately addressed by the municipality and/or the entity?</i> <i>What actions need to be taken in terms of these recommendations?</i> Conclusions on these recommendations and the actions required should be incorporated in the oversight report.</p>	<p>Yes, Annexure C: Report of the Audit Committee Pg. 2-3. Paragraphs 4, 5, 6</p>

Information Required to be Included in Annual Reports	Council Considerations and Questions	Comments
<p>Allocations received and made</p> <p>Allocations received by <u>and</u> made to the municipality</p>	<p>Considerations</p> <p>The report should disclose:</p> <ul style="list-style-type: none"> • Details of allocations received from another organ of state in the national or provincial sphere. • Details of allocations received from a municipal, entity or another municipality. • Details of allocations made to any other organ of state, another municipality or a municipal entity. • Any other allocation made to the municipality under Section 214(1)(c) of the Constitution. <p><i>Have these allocations been received and made?</i></p> <p><i>Does the audit report confirm the correctness of the allocations received in terms of DORA and provincial budgets?</i></p> <p><i>Does the audit report or the audit committee recommend any action?</i></p> <p>Council should comment and draw conclusions on information and explanations provided.</p>	<p>Comments</p> <p>Yes,</p> <p>Chapter 5: Financial performance, Section 5.3.1 – grant performance (pg. 336-341); Section 5.13.3 (pg.366-367)</p> <p>Also- notes of AFS provides detail of government grants and subsidies</p>
<p>Allocations received <u>and</u> made to the municipal entity</p>	<p>The report should disclose:</p> <ul style="list-style-type: none"> • Details of allocations received from any municipality or other organ of state. • Details of any allocations made to a municipality or other organ of state. • Other information as may be prescribed. <p><i>Have these allocations been received and made?</i></p> <p><i>Does the audit report confirm the correctness of the allocations received in terms of DORA and provincial budgets?</i></p> <p><i>Does the audit report or the audit committee recommend any action?</i></p> <p>Council should comment and draw conclusions on information and explanations provided.</p>	<p>n/a</p>
	<p>Section 123 of the MFMA and MFMA guidance circular 11, require that the municipality provide information per allocation received per vote and include:</p> <ul style="list-style-type: none"> • The current year and details of spending on all previous conditional grants, for the previous two financial years. Information is to be provided per vote. (For example, municipalities must report on all 	<p>Yes,</p> <p>Chapter 5: Financial performance, Section 5.3.1 – grant performance (pg. 336-341); Section 5.13.3 (pg.366-367)</p>

Information Required to be Included in Annual Reports	Council Considerations and Questions	Comments
<i>Allocations received and made</i>	<p>Considerations</p> <p>transfers received from provincial housing departments for housing subsidy grants for three financial years, and indicate how such funds were spent, and for what projects.</p> <ul style="list-style-type: none"> Information stating whether the municipality has complied with the conditions of the grants, allocations in terms of section 214(1)(c) of the Constitution and allocations received from other than another organ of state. Where there is non-compliance, details of the reasons for non-compliance are to be provided. Information on whether allocations under the DORA were delayed or withheld and the reasons advanced for this. <p>This information is required on all allocations excluding the municipality's portion of the equitable share and where prescribed otherwise by the nature of the allocation.</p> <p>The Auditor-General will ensure that the audit process includes a proper assessment (and reconciliation) on all national grants received by a municipality. Council should consider this aspect of the audit report and comments by the audit committee on the use of allocations received.</p> <p><i>Council should be satisfied that –</i></p> <ul style="list-style-type: none"> <i>the information has been properly disclosed;</i> <i>conditions of allocations have been met; and</i> <i>that any explanations provided are acceptable.</i> <p>The comments of the Auditor-General and the views of the audit committee should be used to determine the accuracy and appropriateness of this information.</p>	Comments
Information in relation to the use of allocations received	<p>Municipalities and entities are reminded of the requirements to include, in their annual financial statements, amounts owed to them and persistently delayed beyond 30 days, by national or provincial departments and public entities.</p> <p>It is also a requirement to report on whether the municipality or entity</p>	Pg. 363-364, only cites debtors per service. The differentiation by national and provincial is available, but not included because it's not a requirement for inclusion in the AR by neither the MFMA, GRAP nor the AG.
Information in relation to outstanding debtors and creditors of the municipality and entities		

Information Required to be Included in Annual Reports	Council Considerations and Questions	Comments
<p>Allocations received and made</p>	<p>Considerations has met its statutory commitments, included the payment of taxes, audit fees, and contributions for pension and medical aid funds.</p> <p><i>Council should be satisfied that –</i></p> <ul style="list-style-type: none"> • <i>the information has been properly disclosed;</i> • <i>conditions of allocations have been met; and</i> • <i>also that any explanations provided are acceptable</i> <p>The comments of the Auditor-General and the views of the audit committee should be used to determine the accuracy and appropriateness of this information.</p>	<p>Comments</p>

Disclosures in notes to AFS	Considerations relating to section 124	Comments
<p>Information relating to benefits paid by municipality and entity to councillors, directors and officials</p>	<p>Information on the following items is to be included in the notes to the annual report and AFS:</p> <ul style="list-style-type: none"> • salaries, allowances and benefits of political office bearers, councillors and boards of directors, whether financial or in kind; • any arrears owed by individual councillors to the municipality or entity for rates and services, which at any time were outstanding for more than 90 days, including the names of councillors; • salaries allowances and benefits of the municipal manager, CEO of a municipal entity, CFO and every senior manager; • contributions for pensions and medical aid; • travel, motor car, accommodation, subsistence and other allowances; • housing benefits and allowances; • overtime payments; • loans and advances; and • any other type of benefit or allowance related to staff. <p><i>Council should be satisfied that –</i></p> <ul style="list-style-type: none"> • <i>the information has been properly disclosed;</i> • <i>conditions of allocations have been met; and</i> • <i>that any explanations provided are acceptable.</i> 	<p>Comments Yes, Notes 28 and 29 in AFS (pg. 46-48 of AFS)</p>

Disclosures in notes to AFS	Considerations relating to section 124	Comments
	<p>The comments of the Auditor-General and the views of the audit committee should be used to determine the accuracy and appropriateness of this information.</p>	
<p>Municipal Performance The annual performance reports of the municipality and entities</p>	<p>Considerations Section 46, MSA requires municipalities to submit a performance report reflecting the performance of the municipality and each service provider, a comparison of the performance with targets set for the previous year and measurers taken to improve performance. The report must form part of the annual report. Questions that may be considered are –</p> <p><i>Has the performance report been included in the annual report? Have all the performance targets set in the budgets, SDBIP, service agreements, etc been included in the report? Does the performance evaluation in the annual report compare actual performance with targets expressed in the budgets and SDBIP approved for the financial year? In terms of key functions or services, how has each performed? Eg, have backlogs for water, sanitation and electricity been reduced? What are the refuse collection volumes, library usage statistics, etc? To what extent has performance achieved targets set by council? Is the council satisfied with performance? Has a customer satisfaction survey been undertaken and, if so, how do the results align with the annual report contents? What were the outcomes of public consultation and public hearings? What actions have been taken and planned to improve performance? Is the council satisfied with actions to improve performance? Did the targets set in the budgets, SDBIP agree with the targets set in the performance contracts of the municipal manager and each senior manager? Does the report evaluate the efficiency of mechanisms applied to deliver the performance outcomes? Taking into account the audit report and opinion and the views of the audit committee, is performance considered to be efficient and effective?</i></p>	<p>Comments Yes, Chapter 3, Service delivery performance, pg. 99-310</p>

Municipal Performance	Considerations	Comments
	<p>To what extent have actions planned for the previous year been carried over to the financial year reported upon? Have any actions planned in the reported year been carried over to the current or future years? If so, are any explanations been provided by the municipal manager and are these satisfactory?</p> <p>Council should comment and draw conclusions on information and explanations provided.</p> <p>Section 45, MSA requires that the Auditor-General must audit the results of performance measurements, as part of the internal auditing processes and annually.</p> <p>Have the recommendations of internal audit been acted on during the financial year? Have recommendations by internal audit and/or the auditor-general been included in action plans to improve performance in the following year?</p>	<p>Yes, Chapter 2: Good Governance, Pg. 84 - Section 2.11 (Internal Auditing)</p> <p>Chapter 6: Section 6.2- AG report 2016/17 (pg.369)</p> <p>Annexure C- Report of the AC- pg.3 paragraphs 6</p> <p>Yes, only for contracted service providers, Chapter 3, Section 3.2.2 (pg. 121-164)</p> <p>No municipal entities.</p>
<p>Audit reports on performance</p>	<p>The annual report of the municipality should provide an assessment of the performance of the municipal entities and all contracted service providers. This is in addition to the separate annual reports of the entities.</p> <p>The report should evaluate the effectiveness of these services and whether alternative mechanisms should be considered.</p> <p>Is the council satisfied with the evaluation and conclusions of the municipality? What other actions are considered necessary to be taken by the accounting officers?</p>	<p>No municipal entities- not applicable</p>
<p>Performance of municipal entities and municipal service providers</p> <p>For municipal entities – an assessment of the entity's performance against any measurable performance objectives set in terms of the</p>	<p>This is the separate report of the municipal entity and should contain details of service delivery agreements with the municipality and the performance measures therein. Council should consider similar issues to that outlined above for municipal performance to determine a view on the performance of municipal entities.</p> <p>To what extent were the objectives and performance measures of the</p>	<p>No municipal entities- not applicable</p>

Municipal Performance	Considerations	Comments
<p>service delivery agreement or other agreement between the entity and municipality</p>	<p>entity aligned to the overall strategic objectives of the municipality and its IDP? Is the report of the municipal entity consistent with the conclusions on performance evaluation by the municipality? What specific actions should be taken by the entity and the municipality to improve performance?</p>	
General Information	The following general information is required to be disclosed in the annual report	Comments
<p>Relevant information on municipal entities</p>	<p>The municipality should disclose all information relating to the municipal entities under the sole or effective control of the municipality. Information to be disclosed includes names and types of entities, members of the board, addresses and contact details for entities, the purpose of the entity, the functions and services provided, the type and term of service level agreements with the entities.</p>	<p>No municipal entities - not applicable</p>
<p>The use of any donor funding support</p>	<p>What donor funding has the municipality received? Have the purpose and the management agreements for the funding been properly agreed upon? Have the funds been used in accordance with agreements? Have the objectives been achieved? Has the use of funds been effective in improving services to the community? What actions need to be taken to improve utilisation of the funds?</p>	<p>Yes, Chapter 5, Section 5.3.3- Grants received from sources other than the DORA (pg.340)</p>
<p>Agreements, contracts and projects under Private-Public Partnerships</p>	<p>Information similar to the details of municipal entities should be provided. Council should ensure that all details have been supplied.</p>	<p>No municipal entities - not applicable</p>
<p>Service delivery performance on key services provided</p>	<p>This may be a high level summary, in addition to detailed information on performance, which sets out overall performance under the strategic objectives of the municipality. Overall results on the strategic functions and services should be summarised. This should cover all services whether provided by the municipality, entities or external mechanisms. Council may draw conclusions on the overall performance of the municipality.</p>	<p>Yes, Chapter 3- Service Delivery performance, Figure 10: Overall performance per Strategic objective (pg. 108) Pg.178- 196- Overall performance per directorate</p>

General Information	The following general information is required to be disclosed in the annual report	Comments
	This information may be found in an executive summary section of the annual report and or in statistical tables.	
Information on long-term contracts	Details of all long-term contracts including levels of liability to the municipality should be included. Council should ensure all information is correctly supplied.	Yes, Chapter 5- Financial Performance, Section 5.13- Borrowings and Investments (pg. 364)
Information technology and systems purchases and the effectiveness of these systems in the delivery of services and for ensuring compliance with statutory obligations	Details of significant IT activities should be outlined indicating the effectiveness of the IT projects and the quality of IT services. Council should consider how effectively the IT services support and facilitate performance of the municipality and whether value for money has been obtained. Details of any future IT proposals should be summarised. Council should comment and draw conclusions on the information provided.	Yes, Chapter 3- Section 3.10.4 ICT services (pg.300-302)
Three year capital plan for addressing infrastructure backlogs in terms of the Municipal Infrastructure Grant (MIG) framework	A summary of the long-term capital plans and how these address the backlogs of services in the municipality should be provided. This should include details of types and scale of backlogs, projected cost implications, strategies to address the backlogs and plans proposed and/or approved. The summary here should cross reference to the performance reports in the annual report and also will be highlighted in the coming budgets. Council should consider whether the plans appropriately address the backlogs and are consistent with the strategic policy directions of council and needs of the community.	Pg. 356-360- MIG spending for 2016/17
Other considerations recommended		Comments
Timing of reports	Was the report in the time prescribed? Has a schedule for consideration of the report been adopted?	Yes, draft audited tabled at Special Council meeting on 24 Jan 2018, 1 month public comments period,

Other considerations recommended		Comments
		Final report to Council on 28 March 2018 MPAC meeting scheduled, 8 March 2018
Oversight committee or other mechanisms	<p><i>What mechanisms have been put in place to prepare the oversight report? Has a schedule for its completion and tabling been adopted?</i></p>	Overstrand municipality pays no performance bonuses for Section 56 appointees.
Payment of performance bonuses to municipal officials	<p>Refer to Section 57 MSA as amended. Bonuses based on performance may be awarded to a municipal manager or a manager directly accountable to the municipal manager after the end of the financial year and only after an evaluation of performance and approval of such evaluation by the municipal council. Preferably such evaluation should be considered along with the annual report. The basis upon which performance is evaluated for payment of bonuses should be reconciled with the municipal performance reported in the annual report.</p> <p><i>Have bonuses been paid based on achievements of agreed outputs and after consideration of the annual report by council? If so, has a proper evaluation of performance been undertaken? Was the evaluation approved by council? Does the performance evaluation align and reconcile with the performance reported in the annual report? If not, what reasons have been given for non-reporting of the basis of evaluation in the annual report? Are the payments justified in terms of performance reported in the annual report?</i></p> <p>Conclusions and comments on the evaluation and payment of performance bonuses of council should be included in the oversight report.</p>	The Municipal Manager (Section 54A appointee) is entitled to a pro-rata bonus for 2016/17.